

**SECTION 1
NUMERICAL LISTING**

AI	DATE	SUBJECT	CHANGES	ACTION OFFICER & ORGANIZATIONAL DATA
1	Jan 25, 78	Telephone Service	Ch 1	Cherie Stallman, WHS/RE&F/SSD Ph: Com (703) 695-3144/DSN 225-3144
2	Jan 6, 89	Employment of Experts and Consultants		Nancy Flynn, WHS/P&S/S/CAS Ph: Com (703) 614-8950/DSN 224-8950
7	Mar 15, 96	Manual for Written Material		Thomas Light, WHS/C&D/CCD Ph: Com (703) 695-9717/DSN 225-9717
8	Aug 17, 81	Disciplinary and Adverse Actions	Ch 1	Jos Stormer, WHS/P&S/L&MERD Ph: Com (703) 607-3426
9	Jan 11, 79	Processing Complaints of Discrimination	Ch 1 (81-1)	M. Renee Coates, WHS/P&S/EEOPD Ph: Com (703) 697-9084
15	Aug 11, 94	Office of the Secretary of Defense Records Management Administrative Procedures and Records Disposition Schedules		Dan Cragg, WHS/C&D/D&RB Ph: Com (703) 697-4111/DSN 227-4111 Fax: Com (703) 614-8532/DSN 224-8532 Email: dcragg@osd.pentagon.mil
16	Jun 30, 72	Executive Development Program		Mary Ann Fried, WHS/P&S Ph: Com (703) 607-3422
17	Nov 29, 88	Civilian Employees Alcohol and Drug Abuse	Ch 1	Jos Stormer, WHS/P&S/L&MERD

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		Prevention, Testing, and Control Program		Ph: Com (703) 607-3426
19	Jul 29, 53	Letterhead Stationery		Cherie Stallman, WHS/RE&F/SSD Ph: Com (703) 695-3144/DSN 225-3144
22	May 24, 79	Automatic Data Processing Records Management	Ch 1 (81-1)	Dan Cragg, WHS/C&D/D&RB Ph: Com (703) 697-4111/DSN 227-4111 Fax: Com (703) 614-8532/DSN 224-8532 Email: dcragg@osd.pentagon.mil
23	Oct 12, 89	Personnel Security Program and Civilian Personnel Suitability Investigation Program		Steve O'Toole, WHS/P&S/SOD Ph: Com (703) 695-7506/DSN 225-7506
26	Apr 1, 87	Information Security Supplement to DoD 5200.1-R		K. Ziegler, WHS/RE&F Ph: Com (703) 695-5052/DSN 225-5052
27	Oct 4, 82	Control of North Atlantic Treaty Organization Classified Documents		Thomas Light, WHS/C&D/CCD Ph: Com (703) 695-9717/DSN 225-9717
28	Jun 27, 84	Overtime, Administrative Workweek, and Prescribed Hours of Duty for Civilian Employees		Jos Stormer, WHS/P&S/L&MERD Ph: Com (703) 607-3426
29	Jan 8, 90	Incentive Awards	Chs 1-2	K. Craven, WHS/P&S Ph: Com (703) 607-3454
30	Jul 28, 82	Building Security for the Pentagon		K. Ziegler, WHS/RE&F Ph: Com (703) 695-5052/DSN 225-5052

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31	Nov 14, 88	Equal Employment Opportunity (EEO)		M. Renee Coates, WHS/P&S/EEOPD Ph: Com (703) 697-9084/DSN 227-9084
32	Sep 8, 55	Payment of Uniform Allowances to Civilian Chauffers	Ch 1	Cherie Stallman, WHS/RE&F/SSD Ph: Com (703) 695-3144/DSN 225-3144
33	Jul 30, 97	Merit Promotion		Nancy Flynn, WHS/P&S/S/CAS Ph: Com (703) 614-8950/DSN 224-8950
35	Oct 16, 87	Probationary Period for Newly Appointed Managers and Supervisors		Nancy Flynn, WHS/P&S/S/CAS Ph: Com (703) 614-8950/DSN 224-8950
37	Feb 24, 89	Employee Grievances	Ch 1	Jos Stormer, WHS/P&S/L&MERD Ph: Com (703) 607-3426
40	Aug 24, 93	Employee Career Development and Training (ECD&T)		Patricia Meyers, WHS/P&S/ECD&TD Ph: Com (703) 607-3463
45	Nov 5, 84	Employment of Retired Members of the Armed Forces		Nancy Flynn, WHS/P&S/S/CAS Ph: Com (703) 614-8950/DSN 224-8950
47	May 18, 87	Washington Headquarters Services Imprest Funds	Ch 1	Larry Murray, WHS/B&F Ph: Com (703) 695-8990/DSN 225-8990
48	Feb 10, 92	Joint Civilian Orientation Conference (JCOC) Fund		H. Christensen, WHS/B&F Ph: Com (703) 614-0987/DSN 224-0987

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49	Feb 12, 80	Systematic Review of 20-Year Old Classified Records	Ch 1 (81-2)	Brian Kinney, WHS/C&D/D&HRB Ph: Com (703) 695-5154/DSN 225-5154
50	Nov 29, 93	Historical Research in the Files of the Office of the Secretary of Defense (OSD)		Brian Kinney, WHS/C&D/D&HRB Ph: Com (703) 695-5154/DSN 225-5154
53	Jun 24, 96	Temporary Staff Augmentations		Terry Judd, DA&M/O&MP Ph: Com (703) 697-1142/DSN 227-1142
54	Jul 7, 86	Contracted Advisory and Assistance Services (CAAS)	Ch 1	Robert Nemetz, USD(A&T) Ph: Com (703) 681-9096
55	Apr 15, 85	Requests for Civilian Position and Personnel Actions		Nancy Flynn, WHS/P&S/S/CAS Ph: Com (703) 614-8950/DSN 224-8950
56	Aug 20, 91	Automated Information Resource Management (AIRM) in the Office of the Secretary of Defense (OSD) and the Washington Headquarters Services (WHS)		Janis Whitley, WHS/DIOR/TSD Ph: Com (703) 604-1504 Fax: Com (703) 604-1514 Email: whitleyj@osd.pentagon.mil
58	Jun 8, 66	Printing and Reproduction Services		Cherie Stallman, WHS/RE&F/SSD Ph: Com (703) 695-3144/DSN 225-3144
59	Nov 12, 70	Observance of Holidays of OSD Field Activities		Jos Stormer, WHS/P&S/L&MERD Ph: Com (703) 607-3426
62	Jul 20, 66	Office Space		D. Callin, WHS/RE&F/SP&AD/A&AB Ph: Com (703) 614-4890/DSN 224-4890

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63	Sep 8, 87	Performance Management System (PMS) for General Schedule and Wage System Employees	Chs 1-4	Jos Stormer, WHS/P&S/L&MERD Ph: Com (703) 607-3426
65	Dec 4, 86	Restrictions on the Employment of Relatives		Nancy Flynn, WHS/P&S/S/CAS Ph: Com (703) 614-8950/DSN 224-8950
67	Dec 27, 88	Leave Administration	Ch 2	Jos Stormer, WHS/P&S/L&MERD Ph: Com (703) 607-3426
68	Apr 16, 79	Director for Space Management and Services Administrative Publications System	Ch 1 (81-1)	Robert Jackson, WHS/RE&F Ph: Com (703) 697-7241
70	Mar 3, 92	Offices of the Secretaries of Defense and the Air Force Executive Motor Pool	Ch 1	J. Flanagan, WHS/RE&F Ph: Com (703) 697-7241
71	Jul 20, 84	Reduction in Force	Ch 1	Nancy Flynn, WHS/P&S/S/CAS Ph: Com (703) 614-8950/DSN 224-8950
72	Sep 27, 94	Charter for the Welfare and Recreation Association, Office of the Secretary of Defense and the Chairman of the Joint Chiefs of Staff		Rita Rutsohn, WHS/P&S/PPA&ELO Ph: Com (703) 693-6320/DSN 223-6320
74	Oct 28, 68	Overseas Employment of Civilian Personnel	Ch 1-2	Nancy Flynn, WHS/P&S/S/CAS Ph: Com (703) 614-8950/DSN 224-8950
75	Dec 15, 80	Preservation of Essential Records for Emergency Use	Ch 1 (81-2)	Thomas Light, WHS/C&D/CCD Ph: Com (703) 695-9717/DSN 225-9717

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AI	DATE	SUBJECT	CHANGES	
77	Jan 9, 92	Civilian Pay Allotments		Nancy Flynn, WHS/P&S/S/CAS Ph: Com (703) 614-8950/DSN 224-8950
78	Jan 11, 95	Administrative Instructions (AIs)		Thomas Condon, WHS/C&D/D&RB Ph: Com (703) 697-4111/DSN 227-4111 Fax: Com (703) 614-8532/DSN 224-8532 Email: tcondon@osd.pentagon.mil
78-I	Feb 27, 98	Index of Administrative Instructions		Patricia Toppings, WHS/C&D/D&RB Ph: Com (703) 697-4111/DSN 227-4111 Fax: Com (703) 614-8532/DSN 224-8532 Email: ptoppings@osd.pentagon.mil
79	Nov 23, 92	Personnel Management Evaluation and Planning		Jean Pascucci, WHS/P&S/HRSC Ph: Com (703) 617-7210
81	Jan 13, 86	Privacy Program	Ch 1	Dan Cragg, WHS/C&D/D&RB Ph: Com (703) 697-4111/DSN 227-4111 Fax: Com (703) 614-8532/DSN 224-8532 Email: dcragg@osd.pentagon.mil
82	Jul 14, 95	Senior and Junior Enlisted Members of the Year		S. Caballero, WHS/P&S/MPD/ADMIN SRA Ph: Com (703) 697-1885/DSN 227-1885
83	Mar 17, 88	Federal Employees' Compensation Program	Chs 1-2	Jos Stormer, WHS/P&S/L&MERD Ph: Com (703) 607-3426

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85	Mar 19, 81	Micrographic Policy	Dan Cragg, WHS/C&D/D&RB Ph: Com (703) 697-4111/DSN 227-4111 Fax: Com (703) 614-8532/DSN 224-8532 Email: dcragg@osd.pentagon.mil
86	Jun 2, 93	Office of the Secretary of Defense (OSD) Forms Management Program	Glynda Hughes, WHS/DIOR Ph: Com (703) 604-4578 Fax: Com (703) 604-6270 Email: hughesg@osd.pentagon.mil
87	Mar 3, 94	Government Travel Card Program	Larry Murray, WHS/B&F Ph: Com (703) 695-8990/DSN 225-8990
88	Jun 26, 89	Pentagon Parking Plan	B. Lomax, WHS/RE&F Ph: Com (703) 697-6251/DSN 227-6251
90	Nov 8, 88	Internal Management Control Program (IMCP)	Bart Rhoades, DA&M/O&MP Ph: Com (703) 695-4282/DSN 225-4282
91	Apr 16, 86	Cooperation with the Office of the Special Council of the Merit Systems Protection Board	Donald Perkal, WHS/RE&F Ph: Com (703) 693-7374/DSN 223-7374
94	Nov 6, 96	Personal Property Management and Accountability	Cherie Stallman, WHS/RE&F/SSD Ph: Com (703) 695-3144/DSN 225-3144
96	May 23, 89	Compliance With Host Nation Human Immunodeficiency Virus (HIV) Screening	Jos Stormer, WHS/P&S/L&MERD Ph: Com (703) 607-3426

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		Requirements for OSD Component Civilian Employees		
98	Mar 14, 90	Voluntary Leave Transfer Program		Jos Stormer, WHS/P&S/L&MERD Ph: Com (703) 607-3426
99	Aug 26, 96	Labor-Management Relations		L. Miller, WHS/P&S Ph: Com (703) 607-3427
100	Feb 14, 97	Gifts from Foreign Governments		Jeanne Robinson, DA&M/O&MP Ph: Com (703) 697-1142/DSN 227-1142
101	Mar 27, 97	Personnel and Data Management Information Reporting Policies and Procedures for Implementation of the Defense Acquisition Workforce Improvement Act (DAWIA)		Rita Rutsohn, WHS/P&S/PPA&ELO Ph: Com (703) 693-6320/DSN 223-6320